



Corporate Counseling Associates  
People it forward.™

## Management Development Coaching Services

### Individual Management Coaching

CCA offers **Individual Management Coaching** to help managers obtain and integrate the people skills essential to becoming an effective, productive, respected and valued manager. Following a short-term coaching model, this service includes eight targeted coaching sessions with two follow-up sessions, as well as an input report incorporating feedback from key personnel and one on-line self-assessment.

*The business outcome of Individual Management Coaching includes improved people skills, better self-understanding on the part of the manager, and a clear picture of future development goals.*

### Targeted Skill Builders

CCA's **Targeted Skill Builders** are designed to improve a particular skill area for front-line supervisors and employees with specific learning needs who are viewed as potential leaders.

This customized short-term one-on-one coaching initiative includes a base-line assessment with the employee and their referring supervisor, plus three skill-building sessions with the employee on the determined topic. After the initial three sessions are conducted, a follow-up session is held to troubleshoot ongoing issues and identify additional areas of growth. Topics include:

**Communication Skills**  
**Workplace Ethics**  
**Time Management**

**Providing Effective Feedback**  
**Staff Meeting Facilitation**  
**Managing Difficult People**

**Listening Skills**  
**Anger Management**  
**Presentations Skills**

**Difficult Conversations**  
**Setting Professional Boundaries**  
**Collaborative Relationships**

*The business outcome of Targeted Skill Builders is a set of useful new tools for enhancing employee productivity, morale, and efficiency.*